

MEMORANDUM

**To:** All Department Employees

**From:** Director

**Subject:** Mentor Leave

As a strong supporter of mentoring, I'm happy to inform you of the Collective Bargaining Unit Agreement provisions concerning Mentor Leave (attached). Mentor leave allows eligible State employees to receive up to 40 hours of paid leave time per calendar year to volunteer as mentors once they have used an equal amount of their personal time for these activities. Mentor Leave gives State employees the opportunity to volunteer within their communities in programs designed to help youth by providing them with successful adult role models who give them friendship, coaching and advice.

As one of the first State agencies to provide volunteer release time from work for mentoring and other school volunteer activities we strongly support Mentor Leave and encourage employee participation in mentor and school volunteer programs.

employees in the Sacramento area may volunteer with . Employees throughout the department may also volunteer with Quality Assurance Approved community based mentoring organizations throughout the state.

For more information concerning School Volunteer and Mentor Programs or other Quality Assurance Approved mentoring organizations please contact:

I hope you will join the growing number of employees who have given their time and efforts to improve the life of a child or young adult and become a school volunteer or Mentor.

## **Mentor Leave Guidelines**

### Definition of Mentoring

For the purpose of granting Mentor Leave, mentoring is defined as a relationship over a prolonged period of time between two or more people where older, wiser, more experienced individuals provide constant, as needed support, guidance, and concrete help to younger at-risk persons as they go through life. An "at-risk" youth is a minor whose environment increases their chance of becoming a teen parent, school dropout, gang member, or user of alcohol and drugs.

### Mentor Leave

Mentor Leave allows eligible employees to receive up to 40 hours of paid leave time per calendar year to participate in mentoring once they have used an equal amount of their personal time for these activities. Mentor Leave may only be used by an employee engaged in mentoring activities. This leave does not count as time worked for purposes of overtime. Mentor Leave may not be used to travel to and from the mentoring organization or locations where mentoring takes place.

### Mentor Leave Eligibility

In order to be eligible for Mentor Leave an employee must:

1. Have a permanent appointment;  
(Permanent part-time and permanent intermittent employees may receive a prorated amount of mentoring leave based upon their timebase. For example, a halftime employee is eligible for twenty (20) hours of "mentoring leave" per calendar year, whereas an intermittent employee must work a monthly equivalent of 160 hours to earn 3.33 hours of mentoring leave).
2. Have successfully completed an initial probationary period for state employment;
3. Have committed to mentor a child or youth through a Mentoring Organization that meets the quality assurance standards, for a minimum of one school year.

### Amount of Leave

Employees may receive up to forty (40) hours of paid Mentor Leave per calendar year according to the provisions of their collective bargaining agreements. Employees must use an equal amount of their personal time (approved annual leave, vacation, personal leave, personal holiday, or CTO during the workday and/or personal time during non-working hours) prior to requesting Mentor Leave. For example, if an employee requests two (2) hours of Mentor Leave, he/she must have used two (2) verified hours of his/her personal time prior to receiving approval for Mentor Leave.

Mentor Leave does not have to be requested in the same week or month as the personal time was used. It does, however, have to be requested and used before the end of the calendar year.

### Mentor Leave Approval and Verification

Mentor Leave approval is subject to verification of time spent mentoring with a Quality Assurance Approved Mentoring Organization.

Approval of Mentor Leave requests are subject to the operational needs of the State and Department workload considerations, satisfactory job performance and attendance, budgetary limits, and limitations imposed by law. Other leaves (e.g., vacation, annual leave, personal leave) requested by employees who wish to mentor are subject to the same approval requirements in existing departmental policies.

### Quality Assurance Standards

The following guidelines for identifying Quality Assurance Approved Mentoring Organizations are being included to assist you in determining if an organization is Quality Assurance Approved. These standards are intended to ensure maximum protection for mentees and to foster the long-term operational stability of mentoring programs.

Quality Assurance Organizations have:

- A Statement of Purpose and a Long Range Plan
- A Recruitment Plan for Both Mentors and Mentees
- An Orientation for Mentors and Mentees
- Eligibility Screening for Mentors and Mentees
- A Readiness and Training Curriculum for all Mentors and Mentees
- A Mentor and Mentee Matching Strategy
- A Monitoring Process
- A Support, Recognition, and Retention Component
- Closure Steps
- An Evaluation Process

To become a Quality Assurance Approved Mentoring Organization, the mentoring organization must meet all of the Quality Assurance Standards listed above.